

**MINUTES
TOWNSHIP OF HILLSBOROUGH
HILLSBOROUGH MUNICIPAL UTILITIES AUTHORITY**

Wednesday, May 27, 2020

Hillsborough Township Municipal Utilities Authority met via teleconference at a scheduled meeting on Wednesday, May 27, 2020, with the following members present:

Chairman Avolio
Robert Damiano
Robert McCray
Richard Nunn
Frank Scarantino

Also present were Robert Hough, Executive Director and Peter Cipparulo, General Counsel.

ANNOUNCEMENT – Open Public Meetings Act

Following the roll call Chairman Mr. Avolio made the following announcement: In accordance with the provisions of the Open Public Meetings, Act, P.L 1975, c. 231, as amended, notice of this meeting was duly provided on February 28, 2020.

APPROVAL OF MINUTES – April 22, 2020 Regular Session Minutes

Motion by Mr. Nunn, seconded by Mr. Damiano; and the roll call vote was Chairman Avolio – yes, Mr. Damiano – yes, Mr. Nunn – yes and Mr. Scarantino – yes. Mr. McCray abstained.

APPROVAL OF MINUTES – April 22, 2020 Closed Session Minutes

Motion by Mr. Damiano, seconded by Mr. Scarantino; and the roll call vote was Chairman Avolio – yes, Mr. Damiano – yes, Mr. Nunn – yes and Mr. Scarantino - yes. Mr. McCray abstained.

BUSINESS FROM THE FLOOR None

CORRESPONDENCE – The Authority is in receipt of a letter from the Township dated May 14, 2020 requesting a transfer of funds in the amount of \$175,000.00. Mr. Damiano indicated that there is no choice in the matter and that the budget must be amended to reflect the adjustment. A resolution will be prepared for the next meeting. Mr. Nunn requested that Mr. Hough contact the Township and advise that the MUA will transfer the requested funds and if requested by the Township a letter will be sent back to the Township indicating such action.

MATTERS FOR CONSIDERATION

RESOLUTION #2020-19 – Appointing Robert A. Hough, P.E. as Executive Director of The Township of Hillsborough Municipal Utilities Authority (TTHMUA)

BE IT RESOLVED by The Township of Hillsborough Municipal Utilities Authority (TTHMUA), in accordance with N.J.S.A. 40:14B-18, that Robert A. Hough, P.E. be and is hereby appointed Executive Director of The Township of Hillsborough Municipal Utilities Authority for a period of three (3) years, said three (3) year term beginning on May 11, 2020 and ending May 11, 2023.

Motion to Approve by Mr. Damiano, seconded by Mr. Nunn; the roll call vote was: Chairman Avolio – yes, Mr. Damiano – Yes, Mr. McCray – yes, Mr. Nunn – yes and Mr. Scarantino – yes.

RESOLUTION #2020-20 – Appointing Robert A. Hough, P.E., Executive Director of The Township of Hillsborough Municipal Utilities Authority (TTHMUA) as the Certifying Officer and Collector of Charges of TTHMUA

BE IT RESOLVED by The Township of Hillsborough Municipal Utilities Authority, in accordance with N.J.S.A. 40:14B-18, that Robert A. Hough, P.E., Executive Director of The Township of Hillsborough Municipal Utilities Authority, be and is hereby appointed Certifying Officer and Collector of Charges of The Township of Hillsborough Municipal Utilities Authority effective on May 28, 2020.

Motion to Approve by Mr. Nunn, seconded by Mr. Damiano; the roll call vote was: Chairman Avolio – yes, Mr. Damiano – Yes, Mr. McCray – yes, Mr. Nunn – yes and Mr. Scarantino – yes.

RESOLUTION #2020-21 – Appointing Robert A. Hough, P.E., Executive Director of The Township of Hillsborough Municipal Utilities Authority (TTHMUA) as the Public Agency Compliance Officer of TTHMUA

BE IT RESOLVED by The Township of Hillsborough Municipal Utilities Authority, in accordance with N.J.A.C. 17:27-3.5, that Robert A. Hough, P.E., Executive Director of The Township of Hillsborough Municipal Utilities Authority, be and is hereby appointed Public Agency Compliance Officer of The Township of Hillsborough Municipal Utilities Authority effective on May 28, 2020.

Motion to Approve by Mr. Nunn, seconded by Mr. Scarantino; the roll call vote was: Chairman Avolio – yes, Mr. Damiano – Yes, Mr. McCray – yes, Mr. Nunn – yes and Mr. Scarantino – yes.

RESOLUTION #2020-22 – Approving the Hiring of Michael Swayne full-time, from 90-day Probation

The Authority previously approved the request of Mr. Randall Smith, the I & I Coordinator, to hire an additional I&I person and that position was filled in March 2020. Mr. Smith recommended hiring of Mr. Michael Swayne with a starting hourly rate of \$19.07/hr. and a 90-day probationary period.

Mr. Smith has advised that Mr. Swayne has successfully completed his probationary period and Mr. Smith recommends removing Mr. Swayne from probation and adjusting Mr. Swayne's salary to \$19.56/hr. (yearly salary of \$40,684.80) effectively June 1, 2020.

After further discussion, the Authority introduced the following resolution and moved it be adopted:

WHEREAS, the Authority has identified the need for an additional I & I employee, and

WHEREAS, Mr. Swayne has successfully completed his 90-day probationary period, and

WHEREAS, the 2020 Operating Budget includes the hiring of a new I&I employee.

NOW, THEREFORE, BE IT RESOLVED, based on the recommendation of the staff, the Authority hereby acknowledges that Mr. Michael Swayne has successfully completed his 90-day probationary period for the I/I position and as a result will be offered permanent employment.

Motion to Approve by Mr. Damiano, seconded by Mr. Scarantino; the roll call vote was: Chairman Avolio – yes, Mr. Damiano– Yes, Mr. McCray – yes, Mr. Nunn – yes and Mr. Scarantino – yes.

RESOLUTION #2020-23 – Establishing Two (2) New Money Market Accounts at Provident Bank – Account for Revenue and Account for Reserve Debt Service

WHEREAS, on May 1, 2020, the Township of Hillsborough Municipal Utilities Authority (TTHMUA) Trustee, the Bank of New York, on behalf of TTHMUA, made the final payment on the 2006 Refunding Bonds, thus there are currently no bonds outstanding, the requirement to have a Trustee and to maintain monetary reserves with said Trustee for the benefit of the bondholders is no longer applicable, the Trustee has requested that the existing accounts be closed; and

WHEREAS, in preparation for the wire transfer of funds, two (2) new accounts need to be opened at Provident Bank; and

WHEREAS, one account will be a money market Revenue Fund account and the second account will be a money market account Reserve for future Debt Service for when funds are borrowed and TTHMUA must budget for debt.

NOW, THEREFORE, BE IT RESOLVED, that the Township of Hillsborough Municipal Utilities Authority authorizes two (2) new accounts be opened at Provident Bank, one account will be a money market Revenue Fund Account and the second account will be a money market account Reserve for future Debt Service for when funds are borrowed and TTHMUA must budget for debt.

Mr. Hough provided an update regarding the closure of the Bank of New York Account and the opening of two accounts at Provident Bank. This was a result of paying down debt service. Revenue account has a balance of \$574,960.89 and the Reserve account has a balance of \$323,453.21.

Motion to Approve by Mr. Damiano, seconded by Mr. Nunn; the roll call vote was: Chairman Avolio – yes, Mr. Damiano – Yes, Mr. McCray – yes, Mr. Nunn – yes and Mr. Scarantino – yes.

RESOLUTION #2020-24 - Release of Performance Deposit Check in the Amount of \$10,000.00 – MAAC Development, Block 204.04, Lot 25

WHEREAS, the Township of Hillsborough Municipal Utilities Authority (TTHMUA) passed a resolution on May 23, 2020 approving an application from MAAC Development Group, Inc., 519 Hillsborough Road, Hillsborough, New Jersey (MAAC) for a sanitary sewer extension to serve a subdivision known as Shelburne Place, Block 204.04, Lot 25, in the Township of Hillsborough, Somerset County, New Jersey; and

WHEREAS, on or about October 22, 2019, MAAC provided TTHMUA with a Performance deposit check dated October 22, 2019 in the amount of \$10,000.00 in lieu of a Performance Bond; and

WHEREAS, MAAC has provided TTHMUA with a Performance Bond (Bond # CT024836) in the full amount of \$76,632.00; and

WHEREAS, MAAC has requested in a letter dated May 14, 2020 that since the above stated Performance Bond has been provided to TTHMUA that the performance deposit check amount of \$10,000.00 be returned to MAAC; and

WHEREAS, TTHMUA staff has reviewed this request and recommend that the performance deposit check amount of \$10,000.00 be returned to MAAC.

NOW, THEREFORE, BE IT RESOLVED, that the performance deposit check amount of \$10,000.00 be returned to MAAC.

Motion to Approve by Mr. Nunn, seconded by Mr. Damiano; the roll call vote was: Chairman Avolio – yes, Mr. Damiano – Yes, Mr. McCray – yes, Mr. Nunn – yes and Mr. Scarantino – yes.

RESOLUTION #2020-25 - Release of Performance Deposit Check in the Amount of \$43,062.00 – Skymanor Properties, Block 199, Lot 18

WHEREAS, the Township of Hillsborough Municipal Utilities Authority (TTHMUA) passed a resolution on June 26, 2019 approving an application from John and Theresa Zamkotowicz for a sanitary sewer extension to serve a subdivision [three (3) residential lots] at Block 199, Lot 18, in the Township of Hillsborough, Somerset County, New Jersey; and

WHEREAS, on June 27, 2019, Skymanor Properties provided TTHMUA with a Performance deposit check dated June 27, 2019 in the amount of \$43,062.00 in lieu of a Performance Bond; and

WHEREAS, Skymanor Properties has completed all the sanitary sewer system improvements and all improvements have been inspected by TTHMUA staff and found to be acceptable; and

WHEREAS, Skymanor Properties has requested in a letter dated May 14, 2020 that since the sanitary sewer system improvements have been found to be acceptable to TTHMUA that the performance deposit check amount of \$43,062.00 be returned to Skymanor Properties; and

WHEREAS, TTHMUA staff has reviewed this request and recommend that the performance deposit check amount of \$43,062.00 be returned to Skymanor Properties.

NOW, THEREFORE, BE IT RESOLVED, that the performance deposit check amount of \$43,062.00 be returned to Skymanor Properties.

Motion to Approve by Mr. Damiano, seconded by Mr. Scarantino; the roll call vote was: Chairman Avolio – yes, Mr. Damiano – Yes, Mr. McCray – yes, Mr. Nunn – yes and Mr. Scarantino – yes.

Approval – Purchase of Point of Repair System for Laterals – Picote Miller Equipment

Mr. Hough indicated that this purchase has been discussed for the past few months and he has watched the demonstration video. There was a discussion relative to assessing the property owner for the charge for such repairs and that discussion was further tabled until June or July given the circumstances surrounding COVID-19. However, the purchase of the equipment, approval was granted.

Motion to Approve by Mr. McCray, seconded by Mr. Damiano; the roll call vote was: Chairman Avolio – yes, Mr. Damiano – yes, Mr. McCray – yes, Mr. Nunn – yes and Mr. Scarantino – yes.

DISCUSSION:

BNY Trustee requirements completed as of May 1, 2020

Mr. Hough indicated that the resolution earlier on the agenda addressed this matter and the note obligation was satisfied.

311 Eisler Lane – Notice of Violation

Mr. Cipparulo indicated that the letter was changed and will be sent to the contractor and not the homeowner stating the MUA will make the repair and bill the contractor and homeowner.

Sunnymeade Pump Station and Force Main Project

Mr. Hough indicated that they are awaiting the cost estimate for the Green Acres test pits. Mr. Cipparulo stated that Mr. Hasan is working on the cost estimates for Copart and those seemed high. It was further suggested tree replacement only to avoid additional permitting fees for the construction of the diversion. Mr. Cipparulo continues to work with the Copart attorney.

Route 206 Gravity Sewer Rehabilitation

The bid schedule has been issued and NJDOT issued a permit with daytime work hours. Van Note-Harvey revised the documents to include a bid alternate for night work. The notice was to be published in the Courier and Beacon. Bids are due Thursday, July 9, 2020 at 11:00 am. The pre-bid conference is set for June 16, 2020 with an option for a site visit if necessary. Bids may be picked up beginning on June 1, 2020. Hopefully, contract award can be made at the July meeting with an anticipated end of August project start.

Van Note – Harvey Proposal for Homestead Trunk, Royce Brook Interceptor Capacity and Video Inspection (Previously Provided)

At this time, Mr. Hough recapped a meeting he and other members of the MUA staff recently had with Mr. Ron Anastasio, P.E., Executive Director, SRVSA. During the meeting, items of discussion included, but not limited to: existing and proposed flows; system metering; pump station flows and metering; and system mapping. SRVSA has data that they will share with the MUA staff.

2020 Summary Will Serve Letters

Nothing new to report.

2020 Summary Connection Approvals

Nothing new to report.

COMMITTEE REPORTS

Engineering / Facilities

Nothing to report.

Finance

Nothing to report.

I/I and GIS

Mr. Nunn requested research be done on putting flow meters.

Personnel

Mr. Damiano and Mr. Scarantino will meet with personnel in the near future.

Mr. Hough met with the entire staff on May 18th and reported all staff is back to normal schedule with appropriate PPE.

Mr. Damiano reported that employees are willing to work overtime should there be a need.

SVRSA REPORT

No report at this time.

CLAIMS LIST

Operating Fund	\$1,145,556.78	
General Fund	\$ 44,125.88	
Inspection Trust		MAAC Development and Skymanor Prop. Per previously adopted resolutions.

Motion to Approve by Mr. Damiano, Second by Mr. McCray; and the roll call vote was: Chairman Avolio – yes, Mr. Damiano – yes, Mr. McCray – yes, Mr. Nunn – yes and Mr. Scarantino – yes.

ADJOURNMENT OF THE REGULAR SESSION

There being no further business to come before the regular session, Mr. Scarantino moved that the meeting be adjourned. The motion was seconded by Mr. McCray and the roll call vote was unanimous for adjournment at 8:56 pm.